



Job Description
Job Code: 130
Range: 13

ADMINISTRATIVE ASSISTANT CITY HALL

DESCRIPTION: Under direct supervision of the Assistant to the City Manager or designee, acts as Office Manager and provides telephonic gateway for City Hall; assists the public in obtaining information and or material for all departments within the City and the Community; may act as a volunteer coordinator for specific work groups initiated by the City Manager; and performs other related duties as assigned.

CLASSIFICATION: This is a non-exempt, full-time, classified position with full benefits.

ESSENTIAL FUNCTIONS: Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this classification.

TASKS: Screens / responds to all incoming mail and phone calls to City Hall; provides City Hall customers with information regarding all city and community services; provides clerical assistance to Administration Department; calendars appointments via electronic calendar for the Mayor and correspondence as needed; ensures office equipment at City Hall is operating properly and well maintained, orders all City Hall office supplies. Maintains calendars for City Hall meeting rooms; assists with special events as needed; interfaces with all department coordinators/managers for monthly departmental reports; regularly critiques cleaning service and arranges for special events needs; communicates regularly with administrative assistants or their designee to keep updated on City events; may act as a volunteer coordinator for specific work groups initiated by the City Manager; assists the Human Resources department with boards and commissions, which includes preparing Public Service Announcements, assisting with the application process, and tracking expiring seats.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of proper English, grammar, and spelling.

Proficiency in the use of personal computers and word processing, database, spreadsheet software and experience in the Internet.

Knowledge of Word, Excel, and Access software.

Knowledge of proper telephone techniques.

Knowledge of general accounting procedures.

Skill in dealing with the public in a professional and courteous manner.

Skill in providing effective customer service to the general public.

Skill in creating and maintaining manual and automated files.

Skill in recruiting and organizing volunteers Must maintain a professional image.

PHYSICAL REQUIREMENTS: This classification is in an office environment requiring mostly sedentary activities for the majority of the workday.

MINIMUM REQUIREMENTS: The equivalent of a high school diploma and three (3) years increasingly responsible office experience in a public setting. Possession of, or ability to obtain, a valid Arizona drivers license. Computer and word processing experience with working knowledge of Word, Excel, Access and the Internet. Experience organizing people or volunteers into work groups highly desired.

Employee's Signature: _____ Date: _____

Prepared by: Sandra Jacobs 2/15/17 Reviewed by: Amanda Wilber 9/18/17